



EASEMENT INITIAL SUBMITTAL CHECKLIST E-5

Development Services

Engineering Department

1635 Faraday Avenue

760-602-2750

www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID _____ Project Name _____

DWG No. _____ Project Engineer _____

- This form is to be used for the plancheck processing of an easement, a covenant for easement, or an irrevocable offer of dedication.
- Fee schedules and forms are located on the engineering page of the City of Carlsbad's web site at www.carlsbadca.gov/engineering/index.html. Submittals may be rejected if the submittal package is incomplete or current forms are not used.
- Items marked with an asterisk (*) must be completed by a licensed land surveyor or appropriately licensed engineer.

THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:

All items must be submitted unless an item is marked "N/A" and initialed by city engineering personnel.

- _____ 1. This submittal checklist
- _____ 2. Transmittal from engineer of work listing all items being submitted
- _____ 3. Completed and signed city Engineering Plancheck Application form
- _____ 4. *Four copies of the Legal Description of the easement or covenant for easement. Each Legal Description on a separate 8 1/2" X 11" sheet, typewritten, and labeled "Exhibit A"
- _____ 5. *Four copies of the Plat, each on a separate 8 1/2" X 11" sheet
- _____ 6. *Two sets of Traverse Calculations of the area to be dedicated or covenanted signed and sealed
- _____ 7. Two copies of Preliminary Title Report (issued within six months of application)
- _____ 8. Two copies of documentation providing authority to sign easement or covenant, if legal entity is other than an individual
- _____ 9. Concurrent submittal required (as applicable): grading plans, improvement plans, map, etc.
- _____ 10. Plancheck fee
- _____ 11. Other: _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____



EASEMENT RESUBMITTAL CHECKLIST E-5

Development Services

Engineering Department

1635 Faraday Avenue

760-602-2750

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID _____ DWG No. _____

Project Name _____

Planchecker _____ Project Engineer _____

- This form is to be used for the plancheck processing of an easement, a covenant for easement, or an irrevocable offer of dedication.
- Items marked with an asterisk (*) must be completed by a licensed land surveyor or appropriately licensed engineer.

THE FOLLOWING MARKED ITEMS MUST BE INCLUDED IN RESUBMITTAL:

- _____ 1. This resubmittal checklist
- _____ 2. Transmittal from engineer of work listing all items being submitted
- _____ 3. Copy of previous city transmittal letter
- _____ 4. All previous checkprints of Legal Description, Plat, review checklist, reports, and calculations
- _____ 5. Original and one copy of completed Security and Agreement data sheet
- _____ 6. *Three copies of the corrected Legal Description
- _____ 7. *Three copies of the corrected Plat
- _____ 8. *Two sets of corrected Traverse Calculations signed and sealed
- _____ 9. Two copies of updated Preliminary Title Report issued within 30 days of resubmittal
- _____ 10. Concurrent resubmittal required (as applicable), corrected as necessary: grading plans, improvement plans, map, other: see below
- _____ 11. Department comments: _____ Planning, _____ Parks & Recreation -Trails, _____ Eng P&P, _____ other-dept.: _____ (Distribution: to indicated departments)
- _____ 12. OTHER: _____

PLANCHECKER USE ONLY
Plancheck No. _____
PCE Initials _____
Date _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____



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Project ID _____ DWG No. _____

Project Name _____

Planchecker _____ Project Engineer _____

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- Items marked with an asterisk (*) must be completed by a licensed land surveyor or appropriately licensed engineer.

THE FOLLOWING MARKED ITEMS MUST BE SUBMITTED FOR FINAL APPROVAL:

- _____ 1. This submittal checklist
- _____ 2. Transmittal from engineer of work listing all items being submitted
- _____ 3. Copy of previous city transmittal letter
- _____ 4. All previous checkprints of Legal Description, Plat, review checklist, reports, and calculations
- _____ 5. *Four originals of the corrected Legal Description, signed and sealed
- _____ 6. *Four originals of the corrected Plat, signed and sealed
- _____ 7. Two copies of updated Preliminary Title Report dated within 30 days of submittal
- _____ 8. *Two sets of bound corrected Traverse Calculations, signed and sealed
- _____ 9. Originals of Grant Deed or Covenant for Easement and Subordination Agreements, as applicable, as prepared by city staff properly executed and notarized
- _____ 10. Concurrent mylar submittal(s) required, as applicable: grading plans, improvement plans, map, other: see below
- _____ 11. Department approvals: _____ Planning, _____ Parks & Recreation -Trails, _____ Eng P&P, _____ other-dept.: _____
- _____ 12. **OTHER:** _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____